

ST MARTINS SCHOOL BOARD
MINUTES OF MEETING HELD 14 May 2024

Unless either the Presiding Member or Principal are notified of any concerns regarding these minutes by the next Board meeting they will be distributed to staff and committees, and be available for the school community to read in the school office and school website.

PRESENT AND APOLOGIES

PRESENT: Andrew Mouat, Aaron Prince, Dan Levett, Tracy Taylor, Alexis Barakat, Joseph Hampton
 GUESTS: Leanne Parnham, Mark Huxtable, Mark Broughton, Ruth Richardson

APOLOGIES: Kate Thomson, Helen Norcliffe

6.30pm Board meeting began

[May 14th meeting Agenda](#)

MATTERS ARISING FROM PREVIOUS MINUTES:

March Board Minutes

1. Nothing new to report
2. Policy reviews for term 1 have been completed
3. Do our values need refreshing? Survey results suggest this is a low priority. Board suggests focusing on PB4L this year.
4. Draft Budget 2024 item closed.
5. Board (via Dan) thanked the PTA at their AGM for contributions to the school. Tracy will thank Leanne for the SENCO report.

RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING

Received: Andrew

Approved: Tracy

CONFLICT OF INTEREST REGISTER

1. No known conflicts of interest reported by members in regards to the topics discussed during this meeting

CORRESPONDENCE:

None

ACTIONED BY:

SENCO REPORT - mid year Learning Support

Leanne Parnham presented

1. As previously discussed we continue to see evidence of the benefits of the Structured Literacy programme for our students.
2. The Government is allocating money towards supporting Structured Literacy. This is likely to be for schools that have not yet started their journey.
3. The Ministry has indicated that Reading Recovery programmes may be reduced/eliminated at the end of 2024 in order to support structured literacy spend.

<ol style="list-style-type: none"> 4. HERO (school management system) will begin to include real time feedback on students' structured literacy progress in 2025. The next step will be a move from summative reporting to formative. The St Martins community will be notified of these updates as they arise. 5. Leanne has been recruited to the Learning Matters Curriculum Development Team to assist with the delivery of the programme on a Canterbury wide basis. Alice and Andrew are picking up parts of Leanne's role during this time. Leanne is excited by the opportunity and thanks Alice and Andrew for their support. There will be learnings that Leanne can bring back to St Martins School. 	
<p><u>JUNIOR PLAYGROUND UPDATE</u></p> <p>Presented by Mark Broughton, Ruth Richardson and Mark Huxtable</p> <p>Introduction</p> <ol style="list-style-type: none"> 1. Ruth described the genesis and purpose of the new playground in aiming to develop a sense of belonging within the junior school. 2. The area where this playground will be is a ministry designated 'future classroom site'. Other structures cannot be permanently built here, this is the reason for soft landscaping to the south. 3. The group acknowledges the St Martin's School community's willingness to contribute and the overall expression of enthusiasm towards the project. <p>Timeframes</p> <ol style="list-style-type: none"> 1. There will need to be consideration given to a cost/time balance. Timeframes often increase with community projects as more people get involved. Employing a contractor may be preferable to keep deadlines on track. <p>Costing</p> <ol style="list-style-type: none"> 1. Junior Playground group to create an itemised schedule of costs to allow the community to clearly see what / how they can contribute to the project. This may also include details around working bee's for self built items. 2. Costings should include fort strengthening. <p>Design</p> <ol style="list-style-type: none"> 1. Planting in winter is desirable – however contractors may damage any trees put in place, therefore the majority of planting will be completed at the end of the project to avoid this. 2. Shade over sandpits and sensory areas discussed – oak provides some shade. Cost of shade control can be prohibitive, installations over sandpits may be installed at a later date if preferred. 3. Contractor for the build will need to be playground certified. 4. Add in strengthening the fort at the same time. 5. Gaga pit will not be relocated to the football pitch as originally drawn – MH suggested re-location over by the fort. Monkey bars will need to be relocated / reused 6. School cultural narrative for Waharoa has been received by the Whānau Group, who are in discussions about how this will be integrated 	
<p><u>TE TIRITI O WAITANGI</u></p> <ol style="list-style-type: none"> 1. Discussion to consider what, as a board, the expectations are required to be met. To be re-visited at future meetings this year. 	ALL

<p><u>PRESIDING MEMBER REPORT - lead by Dan Levett</u></p> <p>Nothing to report at this time</p>	
<p><u>ANNUAL REPORT</u></p> <ol style="list-style-type: none"> The St Martins School Board has moved and passed the Annual Report for the 2023 financial year Moved by Presiding member (Dan Levett) Seconded: Tracy Taylor Andrew will now submit The Annual Report to the Ministry 	AM / MM
<p><u>SUCCESSION PLANNING (for 2025)</u></p> <ol style="list-style-type: none"> With a large number of board members terms ending in 2025. Action to consider options for a co-opted member ahead of the March elections – specifically someone with an accounting background. 	ALL
<p><u>PRINCIPAL REPORT</u></p> <ol style="list-style-type: none"> Teachers have discussed trialling a classroom release process – if successful this will be implemented. Ministry funding increases as release goes up. Appointment process discussed with the board. Board members are not required to attend all new hire interview processes. 	
<p><u>FINANCE - April Financial reports</u></p> <ol style="list-style-type: none"> Financial reports discussed with no outstanding items of concern noted. Recent Renovation (doors) don't show in this round of reporting. 	
<p><u>WHĀNAU GROUP</u></p> <ol style="list-style-type: none"> Whānau Group hui; having these after school is proving very successful This year Matariki week (24th-27th June) will be celebrated in a number of ways, with an invite for the community to come along; <ul style="list-style-type: none"> Monday 24th - Kapa Haka performances Tuesday 25th - Student Art Exhibition in the hall - the kapa haka group to open with a waiata. Invite Henare to discuss Hato Mātene Kaumatua role Day TBC - Cultural Narrative Talk with Stepahnie Nixon As previously discussed, the Hangi will not be held this year - every few years as part of Matariki 	AB

SCHOOL POLICY REVIEW - TERM 2 2024**Board review**

- Employer Responsibility Policy - Rated 4/5
- Appointment Procedure - Rated 4/5
- Safety Checking - Rated 3/5. Clarification on difference between core vs non-core employees and vetting requirements for schools can be found here:

<https://www.orangatamariki.govt.nz/working-with-children/childrens-act-requirements/safety-checking/>

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Community & Board review

- Equal Employment Opportunities
- Teacher Relief Cover
- Classroom Release Time / Timetable
- Police Vetting

Policy review process - board discussion

1. The previous Board had agreed to review policies as a collective rather than individually online - this stands.
2. The board secretary will submit to the school docs site the board's collective rating and any changes to policy wording requested by the board.
3. Policies for community review are advertised in the fortnightly newsletter with a cutoff for feedback 1 week before the next Board meeting.
4. Any feedback that is submitted by the community is brought to the board meetings by the board secretary.

NEWSLETTER/COMMUNITY COMMUNICATION

Board Thank-you

1. Tracy will email a thank Leanne for the SENCO report presentation to board

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MOTIONS PASSED

1. *The St Martins School Board has moved and passed the Annual Report for the 2023-24 financial year*

IN COMMITTEE

None

There being no further items the meeting ended at 9pm Meeting closed by Andrew Mouat

_____ Approved _____ Date